

WATAUGA COUNTY PARKS & RECREATION

Phone: 828-264-9511 Fax: 828-264-9523

www.wataugacounty.org

Application for use of Watauga County Facilities

	Resident Rate	Non Resident Rate	
INDOOR FACILITIES:			
Old Cove Creek Gym <i>\$50 key deposit required of OCC Gym at time of reservation</i>	\$35 per hour	\$70 per hour	*Salt Water and Blue Water Room fees do not include swimming. If you wish to book the room (s) for a birthday party, please complete our "Pool Room Birthday Party Application"* *Salt Water and Blue Water rental times are 9am, 11am, 1pm, 3pm, 5pm* *Liability insurance may be required for some rentals* *No electric or water is provided at picnic shelters* *All rental times must include set-up, breakdown, and cleanup* *All fees must be paid at the time of rental. No facilities will be "held" without payment.* *All gym rentals that require floor covering will require renting BOTH gym 3 and 4 and will automatically require an additional 4 hours of rental fee for staff setup and breakdown of the floor covering* *\$50 OCC Gym Key deposit will be refunded when the key is returned. If paid by cash or check, a check will be mailed to you, if paid by CC, your card will be refunded*
WCRC Community Room	\$100 per hour	\$150 per hour	
WCRC Gym Court	\$150 per hour	\$225 per hour	
WCRC Blue Water Room	\$50 per hour	\$75 per hour	
WCRC Salt Water Room	\$50 per hour	\$75 per hour	
WCRC Blue and Salt Water Room	\$100 per hour	\$150 per hour	
PICNIC SHELTERS:			
Brookshire Park	\$25 per hour	\$38 per hour	
Howard's Knob Park	\$25 per hour	\$38 per hour	
Industrial Park	\$25 per hour	\$38 per hour	
Old Cove Creek Park	\$25 per hour	\$38 per hour	
Rocky Knob Park	\$25 per hour	\$38 per hour	
Tot Lot	\$50 per hour	\$75 per hour	
BALLFIELDS:			
Brookshire Field	\$25 per hour	\$38 per hour	
Complex 1	\$25 per hour	\$38 per hour	
Complex 2	\$25 per hour	\$38 per hour	
Complex 3	\$25 per hour	\$38 per hour	
Complex 4	\$25 per hour	\$38 per hour	
Complex 5	\$25 per hour	\$38 per hour	
Old Cove Creek Field	\$25 per hour	\$38 per hour	
Ballfield Lights	\$25 per hour	\$25 per hour	

Today's Date: _____

Applicant Name: _____ Address: _____

City, State, Zip: _____ Phone Number: _____ Email Address: _____

Purpose of Use: _____ Estimated Attendance: _____

Date of Rental: _____ Rental Start Time: _____ Rental End Time: _____ Do you need lights: Yes / No

All times reserved MUST INCLUDE setup, breakdown, and cleanup

Please Circle the Facility Requested

INDOOR FACILITIES

- Old Cove Creek Gym
- WCRC Community Room
- WCRC Gym Court 1 2 3 4
- WCRC Blue Water Room
- WCRC Salt Water Room
- WCRC Blue AND Salt Water Room

PICNIC SHELTERS

- Brookshire Park
- Howard's Knob Park
- Industrial Park
- Old Cove Creek Park
- Rocky Knob Park
- Tot Lot

BALL FIELDS

- Brookshire Field
- Complex 1 2 3 4 5
- Old Cove Creek Field

I hereby certify that I am the authorized and responsible representative of the applicant group, over 21 years of age, and that the above statements are true to the best of my knowledge. I have read and understand the facility reservation process and the rules governing the use of these facilities and certify applicant compliance with them. **NO REFUNDS WILL BE ISSUED.**

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date: _____ Fee: _____ Staff Member: _____ Receipt Number: _____ Put on Supergrid: Y / N

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Facility Rental Terms and Conditions

Reservations and Cancellations

1. Rental date and time are confirmed only after signed agreement and payment is received.
2. A 48 hour notice of cancellation is required. If this requirement is met, rental may be rescheduled for another day and time. A cancellation of less than 48 hours notice will not be rescheduled.
3. ***The WCRC does not give refunds for any reason.***
4. Large scale rentals (multiple rooms or gyms or an expected attendance of over 75) will be reviewed and approved or denied by Parks and Recreation Staff within 72 business hours of submitted request.
5. Rentals will not be allowed on holiday closures observed by Watauga County.

_____ **Initial that you have read and understand the reservation and cancellation policy.**

Policies and Procedures

1. **ABSOLUTELY NO FOOD WILL BE ALLOWED INSIDE THE GYMNASIUMS**
2. Tables and chairs are not allowed on any gymnasium floor without prior approval and proper floor covering. Additional Fees will apply.
3. Wheels of any kind that include but are not limited to bikes, skates, skateboards, scooters are not allowed on gymnasium floors.
4. Bounce houses and inflatables are not allowed indoors under any circumstances.
5. For all other indoor rentals, all food must be approved prior to the event.
6. Alcohol, tobacco, and vaping are strictly prohibited on all Watauga County property.
7. At no time is anything allowed to be stapled, taped, glued, or adhered in any manner to any wall, ceiling, floor or any other part of a Watauga County facility.

_____ **Initial that you have read and understand the policies and procedures.**

Party Day Details

1. Applicant may not enter a facility before their reserved time and must exit the facility by the end of their reserved time.
2. All set up and breakdown must be included in the reservation request.
3. Applicant is responsible for all set up and breakdown. Limited County furnishings may be used that include but are not limited to tables, chairs, AV equipment.
4. All decorations and remnants must be removed and cleaned at the end of the rental.
5. All furniture must be replaced to its original location.
6. Audio and visual equipment can be requested when requesting a facility. Requests for AV must be received at least 10 days prior to the event. If an IT specialist requested or required for the event, a staff fee will be required.

_____ **Initial that you have read and understand the party day details.**

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Facility Rental Terms and Conditions

Code of Conduct Policy

1. The WCRC is dedicated to providing a safe and welcoming environment for all members and guests. To promote safety and comfort for all, all individuals are asked to act appropriately at all times when in our facility or participating in our programs.
 2. We expect all members to act maturely, to behave responsibly, and to respect the rights and dignity of others. Our Code of Conduct outlines prohibited action, but the actions listed below are not an all-inclusive list of behaviors considered inappropriate in our facilities or programs.
 3. Use of alcohol or illegal chemicals on WCRC property, in WCRC vehicles, or at WCRC-sponsored programs is strictly prohibited.
 4. All WCRC property has a strict tobacco-free, e-cigs, and vaping-free policy.
 5. Carrying or concealing a weapon or any device or object that may be used as a weapon is strictly prohibited.
 6. Harassment, bullying, or intimidation by words, gestures, body language, or any type of menacing behavior will not be tolerated.
 7. WCRC has a zero tolerance for verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting.
 8. WCRC has a zero tolerance for physical contact with another person in an angry, aggressive, or threatening way.
 9. Children under the age of 12 must be accompanied by an adult (18 years or older) at all times.
 10. Sexually explicit conversation or behavior and sexual contact with another person will not be tolerated.
 11. Inappropriate, immodest, opaque, or sexually revealing attire is prohibited.
 12. Theft or behavior that results in the destruction or loss of property will result in prosecution.
 13. Loitering within or on the grounds of the WCRC is prohibited.
 14. Solicitation within or on the grounds of the WCRC is prohibited.
- In addition, the WCRC reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs, or is presently under the influence of dangerous drugs, chemicals, narcotics, or intoxicating beverages.
 - Anyone failing to follow posted rules or directions from staff is subject to immediate removal from the premises.
 - Members & guests are encouraged to take responsibility for their personal comfort and safety by asking any person whose behavior threatens their comfort to refrain from such behavior. Anyone who feels uncomfortable in confronting a person directly should report the behavior to a staff person immediately.

Printed Name _____

Signature _____ Date _____

The above signee agrees they have read this document in it's entirety and accepts responsibility for all dependents and guests.